

30 January 1962

Thank you very much for your prompt reply to my memorandum. The information furnished was precisely that needed to plan a shelf filing system for you.

I am attaching drawings showing two possible ways of arranging the new equipment for you to consider. Plan No. 1 consisting of 9 stacks of shelving will provide 180 linear feet of filing space. Plan No. 2 would provide one less stack of shelving making the filing capacity 160 linear feet. Since the vault is smaller than we expected I have tentatively planned on arranging the units to a height of 8 shelves. The filing height of the top shelf would be 80 inches from the floor and could be used for storage of inactive material. A 2-step ladder with retractable casters can be furnished to enable the shorter people of your office to reach the top shelf.

The attachment showing an arrangement of material on shelves is merely to give you an idea of how its done. Your files can be arranged in the manner which best suits your needs when the installation is made. For example, you may want the administrative files on a shelf nearest the vault entrance for quick and convenient reference.

I am also enclosing literature on several types of equipment for you to review. The Add-A-Shelf type sold by Diebold, Inc., is easily installed, can be rearranged to any height, and is available with or without doors. The versatility of this equipment makes it particularly suitable to your needs. The Unit Spacefinder from Tab Products Company is about the easiest to file on but it does require more floor space and is not easily rearranged. The System Sales type, made by System Sales, Inc., is an exceptionally sturdy unit but only comes in 7 shelf high sections. We have used all three types, equally successfully, the selection in each instance being based on the particular filing situation. Both Diebold and Tab Products have sales offices in

After you make your decision and inform me, I will  
initiate the purchase order for the required equipment.

Sincerely yours,



STAT

Attachments:

Floor Plans No. 1 and 2  
Filing Arrangement  
Shelf Filing Literature

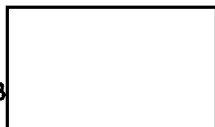
*1/30/62*

Distribution:

Orig & 1 - addressee  
1 - Ex Officer/00  
1 - RAO Office

STAT

RAO/DDS/RD&SB



29 Jan '62)

STAT

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170027-5

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170027-5